

York County Job Description

Job Title: Seasonal Environmental Educator

Revision Date: November 2020

Full time: X Part time:

Hours of Work: Varied

Hours per week: Varied

Shift: Seasonal, Varied

Department No: 74

Department Name: Parks

Reports to (title only): Park Naturalist

To be completed by the Human Resources Department:

FLSA Status: ☐Exempt ☐Non-Exempt

Classification:

Grade level:

POSITION SUMMARY

Responsible for leading nature adventures for 8, week-long summer day camps for children ages 5-16. Activities include hiking, stream exploration, canoeing, songs and skits, games, creative projects, and more. Responsible for communicating with staff and parents/guardians about camp logistics, and medical; safety; and disciplinary concerns. Implement and follow Covid-19 safety protocols. This position falls under the Child Protection Services Law and requires applicant to pass background checks and screenings.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Work as a team to coordinate and lead activities for each week. Focus experiences on PA natural history and sciences.

Supervise participants and volunteers.

Work effectively with all students including any special needs or allergies as indicated on their registration/health form.

Prepare all parent and student communications including schedule of activities and any special instructions or equipment they may need for a particular day.

Acquire needed supplies for each week following county purchasing procedures.

Work within established budget.

Report any problems with students, volunteers, presenters, associates, or visitors to supervisor.

Fill out each report for all minor incidents and give report to supervisor.

Be flexible and prepare for unexpected events such as weather and disciplinary issues.

Assist with public programs and other duties around the nature center.

Time Period: May 17th – August 10th 2021.

Pay: \$13.00/hr.

Work Sites: Reports to assigned locations & perform duties park-wide.

Information: Contact York County Parks at 717-428-1961 or visit our web site at www.yorkcountyparks.org.

ESSENTIAL PHYSICAL AND MENTAL JOB REQUIREMENTS

Please check those items that apply to the *essential job functions* of the job title listed above. Each category **must** be completed.

1. Following Directions

- ☒ Full Understanding of Both Written and Verbal Instructions Required
- ☐ Understanding of Verbal Instructions Only Required
- ☐ Understanding of Written Instructions Only Required

2. Communication –English

- ☒ Excellent Verbal Communication Skills Necessary
- ☐ Basic Verbal Communication Skills Necessary
- ☐ Limited or No Verbal Communication Skills Necessary

3. Functional Reading –English

- ☒ Fluent Reading
- ☐ Recognition of Signs/Symbols
- ☐ Simple Reading
- ☐ No Reading Skills Required

4. Hearing

- ☒ Ability to Hear Required
- ☐ Limited Hearing
- ☐ Hearing Not Required

5. Seeing

- ☒ 20/20 Vision with Corrective Eyewear
- ☐ Limited Vision
- ☐ Vision Not Required

6. Functional Math

- ☐ Complex Computational Skills (Accounting and Financial Skills)
- ☒ Simple Computational Skills (Add, Subtract, Multiply, Divide, Percents)
- ☐ Simple Counting Skills
- ☐ No Mathematical Skills Needed

7. Time

- ☒ Must Tell Time to the Minute
- ☐ Must Recognize Specific Times (Arrival, Departure, Breaks, Lunch)

8. Orientation (Familiarity with Surroundings)

- ☒ Several Blocks From Building
- ☐ Building Only

☐ Work Area

☐ Room Only

9. Mobility Skills

☐ Mobility Within the Building

☒ Mobility Within a Four-Block Radius

☒ Driving Required

10. Sitting

☐ 75% - 100%

☐ 50% - 75%

☐ 25% - 50%

☒ Less than 25%

11. Standing

☒ 75% - 100%

☐ 50% - 75%

☐ 25% - 50%

☐ Less than 25%

12. Bending

☒ Knees and Waist

☐ Waist Only

☐ Knees Only

☐ No Bending Required

13. Lifting

☒ Greater than 30 lbs.

☐ 10 - 30 lbs.

☐ Less than 10 lbs.

☐ No Lifting Required

14. Reaching

☐ Greater than 6 Feet

☐ 2 - 6 Feet

☐ Less than 2 Feet

☒ Reaching Required

These statements are intended to describe the nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities and duties required of the job incumbents.